

Below you will find information for your UCP of Central PA Email account and instructions for accessing it. **Email accounts are provided to employees to disseminate business related information and as such, your account is restricted to sending and receiving email to others at UCP. You cannot send or receive email to persons external to UCP.** Use of this email account is subject to the terms and restrictions set forth in the Electronic Communications Policy.

If you experience any issues accessing your email, please contact the Solution Center at (717) 791-5250 for assistance.

Username\Email Address: **(USERNAME)**

Password: **(Password)**

You will be prompted to change your password on first logon. For security, passwords expire after 120 days. Passwords must comply with the following rules:

- Must be at least 7 characters in length
- Must contain characters from **at least three of the four** types:
 - UPPER CASE LETTERS (A,B,C...)
 - lower case letters (a,b,c...)
 - Numeric (0,1,2,3...)
 - Non-alphanumeric (!,@,#,\$,%,&...)
- Cannot contain your username
- **Is not the same as any of your past 3 passwords**

How to access your account

From a computer or smartphone: Launch any modern web browser (Safari, Firefox, Chrome, Microsoft Edge) and go to <https://outlook.office.com/>

- At the Sign in box enter your email address, then click **Next**
- At the Enter password box, type in your password, then click **Sign in**
- The first time you sign in, you will be prompted to select the time zone - select **UTC-05:00 Eastern Time (US & Canada)**

(UTC-05:00) Eastern Time (US & Canada) ▼

For additional training resources on using your email account, please visit: www.ucptechcentral.org and click UCP Online Help Center

